



Purchasing & Support Services
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REQUEST TO ESTABLISH A QUALIFIED CONTRACTORS LIST ADDENDUM #1

February 21, 2006

ADDENDUM NO. 1 TO ALL POTENTIAL CONTRACTORS:

Reference – QCL Solicitation:	QCL #301-06-005-BJL
Commodity:	Gypsy Moth Trapping Program
Dated:	January 31, 2006
For Service In:	Multiple Counties in the Commonwealth of Virginia
QCL Packages Due:	February 23, 2006
Pre-Qualification Meetings:	February 13, 14, 15, 2006

The above is hereby changed to read:

1. **Reference Page 1, QCL Package Due Date:** Shall be changed to read: Sealed Contractor Packages To Establish a Pre-Qualified Bidder's List for These Services Will Be Received Until: 2:00 p.m. on Tuesday, February 28, 2006 Then Opened in Public.
2. **Reference Page 4, Section II, Scope of Work, Paragraph C. 2.:** Shall be changed to read: All QC who bid on multiple trapping units shall be required to name additional personnel to work with them on the trapping units. These individuals shall be identified in the actual bid package portion of this process, not during this pre-qualification phase. **NOTE: QC's shall not be allowed to utilize as trapping assistants any individual debarred or prohibited by VDACS from bidding on their own trapping units. It is the responsibility of the Trapper/QC to confirm with VDACS if they suspect an individual has been debarred/prohibited from participation as a trapper.**
3. **Reference Page 5, Section II, Scope of Work, Paragraph D CONTRACTOR RESPONSIBILITIES, 17.:** The following statement shall be added to this requirement: All new trappers shall be required to download each week, unless specifically exempted by the STS Coordinator.
4. **Reference Page 5, Section II, Scope of Work, Paragraph E, VDACS RESPONSIBILITIES, 1.** Shall be changed to read: 8 AA batteries, not 12, shall be provided; safety vests provided; first aid kits not provided.
5. **Reference Page 5, Section II, Scope of Work, Paragraph E, VDACS RESPONSIBILITIES:** Add #5. Written evaluations of trapper performance shall be completed and filed with the official contract file. Adverse evaluations shall be provided to the trapper; others provided to the trapper upon his or her request.
6. **Reference Page 6, Section II, Scope of Work, Paragraph I, TRAP PLACEMENT:** Item #1 Shall be replaced with the following statement: Trap placement will be begin in April. Central and Eastern areas will begin approximately two (2) weeks prior to the Western areas. Final placement schedules will be provided in the actual bid documents, Phase II of this process.

7. **Reference Page 7, Section II, Scope of Work, MID-SEASON CHECKS:** Shall be changed to read: All traps must be checked once during the mid-season monitoring period. ~~For traps in Units VA 01 through VA 08, this mid season check must be conducted between June 9 and July 20. For traps in units VA 09 through VA 21, this mid season check must be conducted between June 22 and Aug 2.~~ Traps placed first are to be checked first to help ensure traps are not in the field for a prolonged period of time without being serviced.

SHALL BE ADDED: VDACS STS reserves the right to eliminate some or all of the mid-season inspections.

8. **Reference Page 8, Section II, Scope of Work, TRAP REMOVAL:** Shall be changed to read: Removal of traps within units VA 01 and VA 08 shall begin July 28 and end August 31. No traps within these units are to be removed prior to July 28. Removal of traps within units VA 09 through VA 21 shall begin on Aug 10 and end on September 13. No traps within these units are to be pulled prior to August 10. Traps checked first during the midseason must be pulled first. Exceptions can be made for traps located at higher elevations. Trappers are required to remove traps, staples, coat hangers and flagging from all sites. Unless otherwise notified, all contractors/trappers **will bring final inspected/pulled traps (with the moths caught) to VDACS personnel for verification of traps pulled and moth counts.** If not notified to bring them to VDACS, the trap, pheromone, and insecticide strips should be crushed, put in plastic garbage bags and taken to appropriate town or county landfills.

.....**SHALL BE ADDED:** Central and Eastern areas will begin approximately two (2) weeks prior to the Western areas. Final placement schedules will be provided in the actual bid documents, Phase II of this process.

9. **Reference Page 9, Section II, Scope of Work, EQUIPMENT CARE AND RESPONSIBILITY:** Add to the list of equipment for replacement: safety vests.

10. **Reference Page 9, Section II, Scope of Work, ORIENTATION AND TRAINING:** Shall be changed to read: Contractors must attend a one to two day training session. ~~For units VA 01 through VA 08, the training session for returning contractors and their personnel, will be held on Saturday, April 2. The training session for new contractors and their personnel will be held on April 4 and 5. Time and locations for these sessions in south central Virginia will be announced at a later date. For units VA 09 through VA 21, the training session for returning contractors and their personnel, will be held on Saturday, April 16. The training session for new contractors and their personnel will be held on two of the following days, April 18, 19, or 20. Time and locations for these training sessions in southwest Virginia will be announced at a later date.~~ Sessions will run from approximately 8:00 a.m. to 5:00 p.m. Any lodging and transportation expenses incurred by the Contractor shall be paid for by the Contractor. Late arrivals and/or failure of Contractor and trapping assistants to attend the training sessions may result in the Contractor being deemed in default.

SHALL BE ADDED: Dates, times and locations for the Orientation and Training sessions will be provided in the Bid Packages, Phase II of this process.

11. **Reference Page 10, Section III, PRE-QUALIFICATION PACKAGE SUBMISSION REQUIREMENTS:** Item #3: Changed to read: Confirmation of completed eVA registration or documentation that eVA registration is in process (i.e. e-mail response from eVA/Ariba or screen print of such confirmation, etc.).

SEE NEXT PAGE FOR ADDITIONAL CLARIFICATION OF THESE REQUIREMENTS.

12. **Reference Page 17, Section V, GENERAL TERMS AND CONDITIONS, Paragraph T. Insurance:** Clarification: For individuals working alone in this contract; Automobile Liability and Commercial General Liability insurance is required. For those hiring trapping assistants, all four (4) insurance requirements must be met.

PRE-QUALIFICATION PACKAGE SUBMISSION CHECK LIST: The following is provided to clarify the requirements of the Pre-Qualification Package and to assist you as you compile your package for sealed submission to VDACS.

THE FOLLOWING MUST BE COMPLETED/CREATED/PROVIDED (whichever is appropriate) AND RETURNED AS PART OF YOUR SEALED PRE-QUALIFICATION SUBMISSION TO VDACS:

<u>ITEM</u>	<u>INCLUDED</u>
1. Page 1/Cover sheet for this solicitation	_____
2. Contractor's Data Sheet, page 25 herein	_____
3. Confirmation of completed eVA registration or that registration is in process.	_____
4. Confirmation of required insurance coverage or ability to obtain coverage	_____
5. Addendum #1 (this three (3) page document) in its entirety	_____

Note: A signed acknowledgment of this addendum must be received at the location indicated on the IFB either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Sincerely,

Barbara J. Layman, CPPB, VCO
Director of Procurement
804.786.3919
barb.layman@vdacs.virginia.gov

Name of Firm

Signature/Title

Date